

Circular Letter No. 937

April 6, 2015

TO: Publishing and Printing Officials of the Federal Government
Deposit Accounts Agency Administrators
Deposit Accounts Agency Users

SUBJECT: Changes to the Government Publishing Office (GPO) Deposit Accounts Web Site

GPO announces a change to the Deposit Accounts web site server. Effective April 13, 2015, the Deposit Accounts web site will be migrated to a new URL, <https://financialdocuments.gpo.gov/> titled GPO Financial Document Repository. At that time, the old URL <https://depositaccounts.gpo.gov/>, will be linked to the new site. It is suggested you bookmark the new site for future use.

Q. Why is this change being made to the URL?

A: This Financial Document Repository web site will host the Deposit Accounts along with the **NEW** Documents: Form 400 (Invoices). This new site is where GPO customers will be able to access digital GPO Form 400 Invoices. More information will be forth coming next week on the Documents: GPO Form 400 site.

Q: As a current Deposit Accounts user, will I need to get a new login password to access my Deposit Accounts information?

A: No, as a current Deposit Accounts Agency Administrator or Agency User, your login E-mail and Password will remain the same.

Q: What changes are expected to the Deposit Accounts site in the new Financial Document Repository site?

A: Below are screen shots that will walk you through accessing Deposit Accounts in the new Financial Document Repository site.

- The first screen is the ‘User login’
 - Enter E-mail address and Password
- The second screen is the ‘User Menu’
 - User will pick which site they wish to access
 - Deposit Accounts
 - Documents: Form 400
- The third screen is the ‘Deposit Accounts’
 - View your deposit account statements

➤ 'User login' screen:

- Enter your current E-mail address and Password
- Click the Log in button

Home

FDsys:

GPO's Federal Digital System

America's Authentic Government Information

Customers

Find the latest GPO Services & Products

Vendors

Find out how you can Do Business with GPO

Libraries

Find information about Federal depository libraries & the Catalog of U.S. Government Publications

Main Page

User login

E-mail *

Password *

[Create new account](#) [Request new password](#)

Deposit Accounts

This website provides Printing and Binding deposit account information from May 1, 2009. For information prior to May 1, 2009, or for help accessing the system, please contact the Printing & Binding Deposit Account Specialist listed on the right side of this web page.

* If your account begins with a zero or is 7-digits, contact the Superintendent of Documents (SOD) Deposit Account Specialist. The SOD Deposit Accounts are not yet available on the web.

[How They Work](#) | [Deposit Accounts Reference Guide](#) | [Frequently Asked Questions](#)

Documents: Form 400

This website provides Form 400 information from August 1, 2012. For help accessing the system, please contact Form 400 Specialist listed on the right side of this web page.

[How It Works](#) | [Documents Reference Guide](#) | [Frequently Asked Questions](#)

WARNING!!!

This computer system is the property of the United States Government Publishing Office.

It is a Federal offense for anyone, without authorization or in excess of his or her authorization, to knowingly access a computer that is operated for or on behalf of the Government of the United States, and knowingly use, modify, destroy, or disclose information, or prevent authorized use of the computer.

This system is for the use of authorized users only. Unauthorized use of this system is strictly prohibited and may be subject to administrative action and/or criminal prosecution. Authorized personnel may monitor any activity or communication on the system and may retrieve or disclose any information stored within the system. By accessing and using this computer, you are consenting to such monitoring and information retrieval for law enforcement and other purposes. Users should have no expectation of privacy as to any communication on or information stored within the system including information stored locally on the hard drive or other media in use with this system (e.g., disks, PDA's and other hand-held peripherals, CD-ROM's, memory sticks, etc.).

- 'User Menu' screen:
 - Click on Deposit Accounts on the left side bar

<p>Home</p> <p>User Menu</p> <ul style="list-style-type: none"> ○ My Account (rbilger@gpo.gov) ▶ Deposit Accounts ▶ Documents: Form 400 ○ Log out <p>Management</p> <ul style="list-style-type: none"> ○ Customer Service Users ○ Invite Customer Service User 	<p>Main Page</p> <p>Deposit Accounts</p> <p>This website provides Printing and Binding deposit account information from May 1, 2009. For information prior to May 1, 2009, or for help accessing the system, please contact the Printing & Binding Deposit Account Specialist listed on the right side of this web page.</p> <p>* If your account begins with a zero or is 7-digits, contact the Superintendent of Documents (SOD) Deposit Account Specialist. The SOD Deposit Accounts are not yet available on the web.</p> <p>How They Work Deposit Accounts Reference Guide Frequently Asked Questions</p> <p>Documents: Form 400</p> <p>This website provides Form 400 information from August 1, 2012. For help accessing the system, please contact Form 400 Specialist listed on the right side of this web page.</p> <p>How It Works Documents Reference Guide Frequently Asked Questions</p> <p>WARNING!!!</p> <p>This computer system is the property of the United States Government Publishing Office.</p> <p>It is a Federal offense for anyone, without authorization or in excess of his or her authorization, to knowingly access a computer that is operated for or on behalf of the Government of the United States, and knowingly use, modify, destroy, or disclose information, or prevent authorized use of the computer.</p> <p>This system is for the use of authorized users only. Unauthorized use of this system is strictly prohibited and may be subject to administrative action and/or criminal prosecution. Authorized personnel may monitor any activity or communication on the system and may retrieve or disclose any information stored within the system. By accessing and using this computer, you are consenting to such monitoring and information retrieval for law enforcement and other purposes. Users should have no expectation of privacy as to any communication on or information stored within the system including information stored locally on the hard drive or other media in use with this system (e.g., disks, PDA's and other hand-held peripherals, CD-ROM's, memory sticks, etc.).</p>
---	---

- 'Deposit Accounts' screen:
 - To filter, enter the BAC or the Name of your agency
 - Click the Apply button
 - Click on the selection to view the statements

<p>Home</p> <hr/> <p>How They Work Find out how deposit accounts work</p> <p>Deposit Account Reference Guide Learn about user roles and requirements.</p> <p>Frequently Asked Questions Find the answers to questions frequently asked about deposit accounts</p> <hr/> <p>User Menu</p> <ul style="list-style-type: none"> • My Account (agency_user@gpo.gov) ▶ Deposit Accounts • Documents: Form 400 • Log out 	<p>Main Page</p> <p>Deposit Accounts</p> <p>BAC <input style="width: 150px;" type="text"/> Name <input style="width: 150px;" type="text"/></p> <p style="text-align: right;"><input type="button" value="Apply"/></p>
---	--

Q: If I currently have access to the Deposit Accounts site will I automatically be able to access the Documents: Form 400 site?

A: No. As with the Deposit Accounts site, agencies must designate an Agency Administrator Role for the Documents: Form 400 site. If you are designated as your Agency Administrator Role, click on the following link: http://www.gpo.gov/pdfs/customers/sfas/Form4047_Financial-Documents-Repository.pdf. Complete the Financial Document Repository Registration Form 4047. Click the 'Submit' button to email your completed form to GPO at FDRepository@gpo.gov.

Q: Who should I contact if I have questions regarding current Deposit Accounts statements?

A: Send email inquiries to: depositaccount@gpo.gov.

For questions regarding this Circular Letter or the new Financial Document Repository site, please contact GPO's Customer Account Division at 202-512-0626 or email FDRepository@gpo.gov.

Sincerely,

BRUCE A. SEGER
Managing Director,
Customer Services

STEVE SHEDD
Chief Financial Officer